

## Instructions to Sign Up to Receive Notices About the Local Coastal Program Update

On the Local Coastal Program Update webpage at

[http://www.santabarbaraca.gov/services/planning/mpe/vacation\\_rentals.asp](http://www.santabarbaraca.gov/services/planning/mpe/vacation_rentals.asp)

click the first item **“To Receive Updates and Notices”** under **“Get Involved.”**



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You will see this screen.

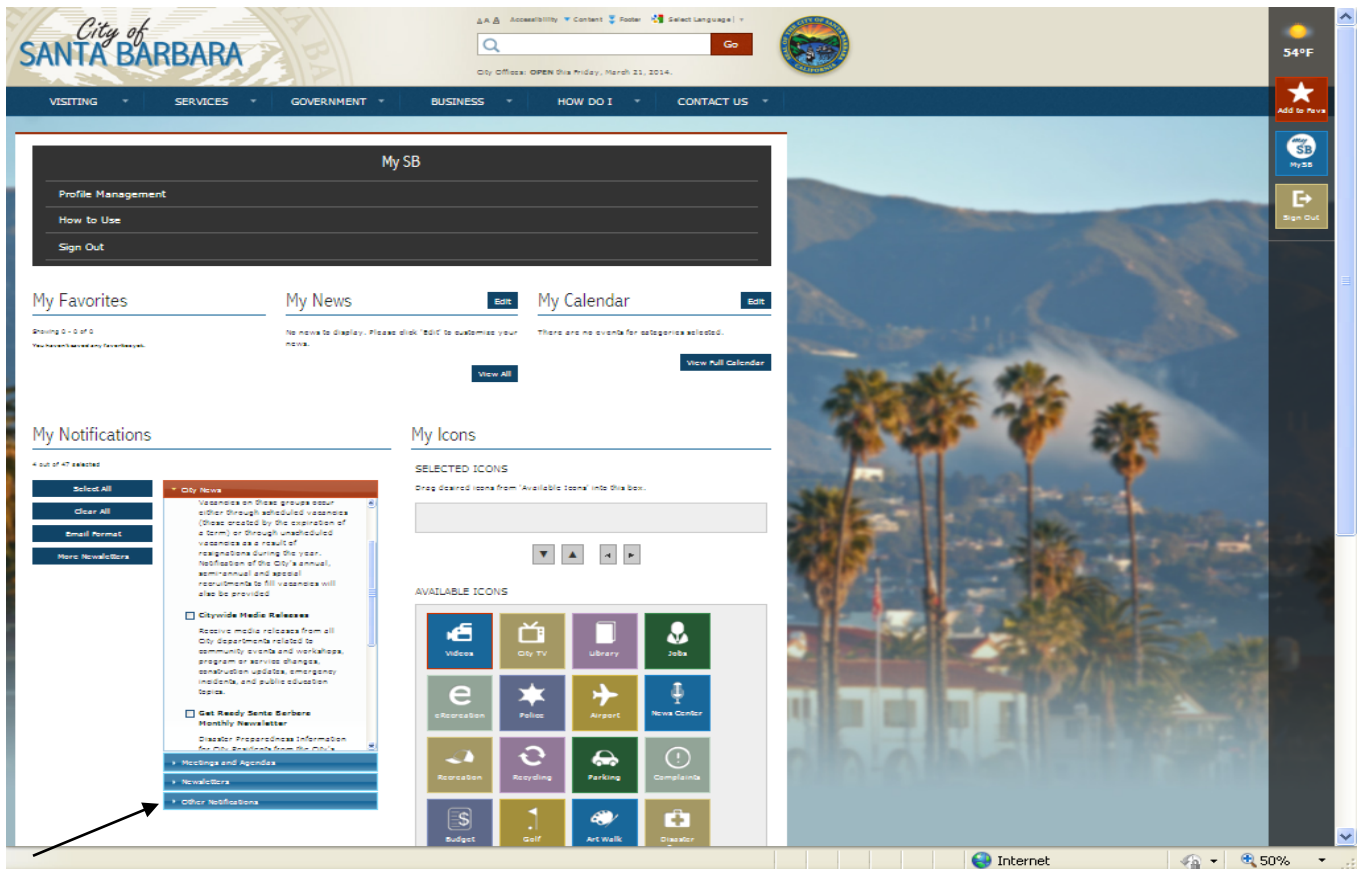
The screenshot shows the 'Login To - My Santa Barbara' page in a Windows Internet Explorer browser. The address bar shows 'http://www.santabarbaraca.gov/MySB/default.asp'. The page has a blue header with the title 'Santa Barbara - My City Portal - Windows Internet Explorer provided by the City of Santa Barbara'. Below the header, there's a navigation bar with links like 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The main content area has a title 'Login To - My Santa Barbara'. Below the title, there's a message: 'If you don't have an account [click here](#) to sign up.' To the right of this message is a 'MySB' button with a left arrow. Below the message, there are two input fields: 'Email:' and 'Password:'. Below these fields, there's a 'Log In' button and a link 'Forgot your password?'. To the left of the 'Log In' button, there's a text label 'New users click here' with an arrow pointing to the 'click here' link. Below the 'Log In' button, there's a disclaimer: 'Persons under 18 must have the approval of their parent/legal guardian to create an account.'

If you already have an account, please sign in, and go to the next step.

If you are a new user, click on “**click here**” as shown above to create an account as shown below. You will be emailed a password to the email address you provided. Come back to this screen, and use the temporary password to sign in. You'll be prompted to change your password. Go to the next step.

The screenshot shows the 'Create A New Account' page. The page has a blue header with navigation links: 'VISITING', 'SERVICES', 'GOVERNMENT', 'BUSINESS', 'HOW DO I', and 'CONTACT US'. Below the header, there's a 'MySB' button with a left arrow. The main content area has a title 'Create A New Account'. Below the title, there are four input fields: '\* Email:', '\* Password:', '\* First Name:', and '\* Last Name:'. To the right of the '\* Password:' field, there's another input field labeled '\* Re-type Password:'. Below these fields, there are two buttons: 'Sign Up' (blue) and 'Cancel' (grey). Below the buttons, there's a disclaimer: 'Persons under 18 must have the approval of their parent/legal guardian to create an account.'

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Under “**My Notifications**” go to “**Other Notifications**” as shown above.” Click the “**Other Notifications**” button for a list of miscellaneous notifications and scroll down to “**Local Coastal Program.**” Select “**Local Coastal Program.**” Once selected (a checkmark will show on the selection as shown below), you will receive information about upcoming Vacation Rentals related meetings, as it is sent out.

